



JOB DESCRIPTION

Title: **SAFETY/HEALTH MANAGER**

Department: Human Resources

Class Code: 1777

FLSA Status: Exempt

Effective Date: July 1, 1995 (Rev. 06/2014)

Grade Number: 22

GENERAL PURPOSE

Under the direction of the Human Resource Director, responsible for developing and organizing the administration and maintenance of Murray City Safety/Health programs, so as to minimize the frequency and severity of accidents and injuries. Works with all departments on the development and implementation of safety programs. Oversees the City's Workers' Compensation program. Prepares and conducts training programs related to UOSHA, OSHA and DOT regulations.

EXAMPLE OF DUTIES

- *-- Oversees the City's Worker's Compensation claims administration program, and reviews and analyzes all recordable incidents, near misses, and employee and supervisor injury reports; enters Worker's Compensation claims electronically via the internet, calculates days away from work, and updates the OSHA 300 log; follows-up with injured employees and works with departments to help employees return to work as soon as possible; meets with department safety representatives and supervisors to analyze problem areas and determine corrective actions that will reduce frequency and severity of accidents.
- *-- Responsible for the development and implementation of city-wide training programs related to safety/health issues to include OSHA, DOT Regulations and document retention of employee safety training, policies, definitions, development and procedures for implementation.
- *-- Initiates and develops city policies and procedures to ensure that safety/health measures are implemented and maintained throughout the city.
- *-- Presides at monthly city safety committee meetings; may attend and/or present various topics at department safety meetings; works directly with city and department safety representatives, to implement needed safety/health and risk prevention training.

Safety/Health Manager
Page 2

- *-- Analyzes documents related to the causes of injuries and accidents with the exclusion of cited traffic accidents; advise department heads and employees regarding mitigation of risks, and coordinates the planning and implementation of training programs.
- *-- Conducts regular worksite inspections and employee training to ensure proper environmental work practices are being followed; advises department heads and employees regarding proper practices and may participate in the implementation of environmental or ergonomic programs.
- *-- Ensures that all city buildings, facilities and operations are inspected regularly to identify and minimize safety/health risk exposures; works with department representatives to plan, develop and implement safety and loss prevention programs.
- *-- Oversees administration of employee's physicals, safety incentive programs, drug testing programs, hearing conservation, defensive driving classes, annual driver license checks and CPR/First Aid training.
- *-- Reviews the use of all types of personal protective equipment, evaluates their effectiveness and suggests improvement where needed.
- Oversees the City's Wellness Council, helping employees create a culture of wellness and healthy lifestyles by establishing programs, activities, lunch & learn classes and yearly goals; presides at monthly meetings; coordinates risk assessments through Healthy Utah in order to decrease healthcare costs and improve health status of employees.
- Maintains relationships with outside safety/health, insurance and risk management fields through seminars, personal contacts, professional memberships, publications and continuing education in order to remain abreast of new developments in the safety/health industry.
- Prepares and distributes safety committee minutes, various accident/injury analysis reports and summaries, and safety/health related articles and bulletins.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from college with a Bachelor's degree in industrial safety and health, safety engineering, safety management, risk management, or closely related field plus two (2) years of related experience, preferably in the construction trades field or an equivalent combination of related education and experience.

- Safety experience in Public Utilities (streets, water, sewer or electric) is desired but not required.
- Certifications in safety and/or risk management such as Certified Safety Professional (CSP) or Associate of Risk Management (ARM) preferred.

Special Requirements

- Must have valid Utah Driver License.

Necessary Knowledge, Skills and Abilities

- Working knowledge of safety/health, environmental, engineering and loss prevention procedures.
- Thorough knowledge of OSHA and DOT rules and regulations as they relate to municipal and public utility employees.
- Ability to analyze and understand safety/health policies and principles; ability to maintain efficient risk management systems and procedures; ability to analyze risks and exposures; ability to establish and maintain effective working relationships with employees, supervisors, city officials, vendors and the general public; ability to communicate effectively, orally and in writing.

TOOLS & EQUIPMENT USED

- Motor vehicle, computer, including word processing and spreadsheet software, phone, copy machine, fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms; stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in office, vehicle and outdoor settings. Employee is occasionally exposed to wet and/or humid conditions or moving mechanical parts.
- The noise level in the work environment is usually quiet to moderate.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.